

MEMORANDUM

SOLICITATION FOR GARDENING SERVICES

MINUTES FROM SITE VISIT – SEPTEMBER 15, 2020

A site visit was conducted on September 15, 2020 at 10:15. The following bidders were in attendance:

#	NAME	COMPANY	CONTACT
1	ATAKORA MASSABALO	AS ONE	228-92055353
2	LORENZO FAUSTINO COMLA		
3	KOFFI AKLESSO EGBARE	Jael International	228- 90292042
4	JABIN BAKOUYOU		
5	BEBEWOU ELOM		
6	AMAH HODABALO		
7	HOUNSIAGAMA COMLAN JUDICAËL	ROYAL FLOWERS	228-90045114

The site visit started at 10:15. The prospective contractors were taken to the different areas where the gardening services will be performed. Bidders went to the lawn areas, garden areas, sidewalk (employee parking lot) and the visitor parking and Entrance.

Bidders asked questions about the gardening services maintenance and emphasis was laid on the general requirements sections of the solicitation.

The site visit was concluded at 11: 00 and the participants were thanked for coming.

Questions:

- 1- Does the garden maintenance include replanting lawn?
- 2- Will the Embassy provide flowers?
- 3- Will the Embassy supply water to the contractor?
- 4- Is cutting trees included in the gardening services?

Answers:

- 1- Yes, replanting lawn is included, if needed.
- 2- Yes, the Embassy will provide flowers.
- 3- Yes, the Embassy will provide water. All the remaining materials will be provided by the contractor. For more details, bidders were invited to carefully read Attachment 1.
- 4- Yes, cutting trees is included and contractor will be responsible for the leaves removal and all expenses incurred in the collection and disposal of debris.